

Thesis deposit instructions

1. Start at <https://repository.essex.ac.uk/cgi/users/login> and login with your University ID & password
2. Click **New Item** button
3. Click **Next**

Note: mandatory fields are marked with a 

4. Upload screen

Upload a copy of your thesis in PDF format by clicking on Choose File, navigate to the location of the paper select it and click **OK**

If your thesis is to be made **open access** immediately click **Next** to move to the next screen.

Access restrictions

An access restriction can be placed on your thesis if, for example, you intend to publish it in the future. Requests for access restrictions should be made in advance on the Approval of Title (intention to submit) form and require the Deputy Dean (PGRE)'s approval.

If your thesis is going to be under an embargo:

Click **Show Options** to set the embargo end date.

Set **Visible** to **Repository staff only** and enter the year, month and day under **Embargo expiry date**. This will usually be either three or five years from the date that you are depositing your thesis. The embargo is automatically lifted by the repository software on the expiry date.

If the embargo agreed for your thesis is a 'Controlled' (permanent) embargo you do not need to set an end date.

The embargo period set will be confirmed by repository staff as part of the process of checking the thesis repository record after deposit.

Click **Next** to move to the next screen.

If you require an embargo but did not request one on your Approval of Title (intention to submit) form please contact repository@essex.ac.uk or pgresearch@essex.ac.uk.

5. Details screen

The details screen allows you to input the details of your thesis – title, abstract, author etc. As a minimum you will need to complete the mandatory fields -

- **Title** – Full title, including any subtitle. Separate title from subtitle(s) using space colon space (:). Use sentence case.
- **Creators** - The author of the work as presented on the title page.
- **Thesis Type** – Select the appropriate radio button eg PhD. For Professional Doctorates use Other.
- **Supervisor(s)** - Thesis supervisor(s)

- **Publication Details:**

- **Status** – Use the default entry – Unpublished.
- **Date** – The year and month that the thesis was awarded, usually taken from the email sent by the PGRE Team confirming that you have passed your degree.
- **Date Type** –Completion
- **Institution** - University of Essex
Tavistock students should enter University of Essex & Tavistock and Portman NHS Trust.
Writtle University College students should enter University of Essex and enter Writtle University College and their department in the **Department** field.

6. You can also enter additional information such as an Abstract and details of funding bodies or sponsors eg.

- **Abstract** - Brief summary of the thesis
- **Divisions** – The name of the school or department where the author was based. **Nb** this field reflects the current Faculty/Departmental structure of the University and may change over time. A separate optional field, **Department** that does not reflect the current structure of the University may also be used.
- **Grant number** - Grant number allocated by funding body.
- **Funders** - Name of any institution(s) funding the research, in whole or in part. Additional funders (if any) can be added by clicking the **More input rows** button.
- **Contact email address** - When the full-text is not made available (under embargo), requests by external users to view the full-text will be sent to this email address. A personal email address should be used in this field as university email accounts will be deleted once a student has left. The email address supplied will not be made public.
- **Uncontrolled Keywords** - Subject keywords to aid retrieval.

Click **Next** to move to the next screen

7. **Subjects screen**

Under **Subjects** you may add at least one subject heading from the Library of Congress Classification, list available.

Click **Next** or **Deposit**

8. If you have finished click **Deposit item now**. If you wish to come back and re-edit the repository record click **Save for later**

Once you have clicked **Deposit item now** you will no longer be able to amend the repository record, it will have been sent to the Review area for checking. Once an item has been deposited in the Repository it will not be visible straight away as it has to be approved by Repository staff before it goes to the live system.

You will receive an email to confirm the deposit when your thesis has been moved to live.

Any questions, please contact Jim Jamieson tel 01206 874417, email ajjami@essex.ac.uk or repository@essex.ac.uk